



# ZONING REVIEW CHECK LIST

## Residential -1 District

### Accessory Structure Highlights

Rick Keuroglian  
Town Manager

### Decision of Zoning Review

DATE: 6/30/2026 Click or tap to enter a date.

DECISION: APPROVED

COMMENTS: Click or tap here to enter text.

BY: Tracy Outten

### PROPERTY INFORMATION

|                       |                       |
|-----------------------|-----------------------|
| Address of Property   | 640 Washington Avenue |
| Property Owner's Name | Michael and Karen May |
| Tax Map #             | 83A1-1-1 & 2A         |
| Seeking Permit for    | Accessory Structure   |

✓1) Verify that proposed use is use allowed by right:

OTHER

Comments: Click or tap here to enter text.

✓2) Site Plan Submitted?

☒ Yes, Point North Surveying LLC Dated: 05/26/2026

☐ No. If not, have Applicant prepare and complete Site Plan in compliance with Appendix B.

✓3) Lot & Dwelling Size & LOT COVERAGE

### ORDINANCE REQUIREMENT

| Lot Size                  | Dwelling Unit Size                           | LOT COVERAGE (Section 32-91 (e) (6))                                                                                       |
|---------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Up to 5,600 sq ft         | Need to comply with Lot Coverage requirement | The sum of the footprint square footage of all buildings on the lot shall be less than 50% of the total lot square footage |
| 5,600 Sq. Ft (40' x 140') | 960 sq ft (min) to 2,400 sq ft. (max)        |                                                                                                                            |
| 5,601 - 8,400 sq. ft      | 960 sq ft (min) to 3,0000 sq ft (max)        |                                                                                                                            |
| 8,401+ sq ft              | Max of 4,500 sq                              |                                                                                                                            |

**NOTES:** - Ordinance adopted 7/14/1992

(a) Patios, Porches, Decks, Attached Garages & Detached Accessory Structures are not included in the calculation of the dwelling unit square footage.

(b) If multiple lots are used, see Section 32-91 (e) (7 & 8) for additional Lot Coverage Rules

(c) If lot smaller than 5,600 sq ft, the total footprint area of all accessory building lot coverage shall not exceed ten percent (10%), per Section 32-91 (e) (12)

| LOT SIZE | HOUSE SQ FT | ACCESSORY STRUCTURE SQ FT | TOTAL SQ FT OF ALL BUILDINGS | LOT COVERAGE CALC | In Compliance or Not?                                                  |
|----------|-------------|---------------------------|------------------------------|-------------------|------------------------------------------------------------------------|
| 5,920    | 1,320.14    | 520                       | 1,840.14                     | 31.1              | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No |

✓4) Setbacks Main Structure: Click or tap here to enter text.

a) Front 30 ft or prevailing. 15.9 ft

b) Side: 5 ft. East: 5 ft; West: 5.3 ft

c) Rear: 25 ft. 79.7 ft

d) Corner lots: Minimum 5 ft or prevailing. 5 ft

*If nonconforming lot, then rear setback may be 5 ft if lot less than 40 ft in width*

*SEE NOTES FOR ACCESSORY BUILDINGS*

☐ 5.) Is there a fence? ☒ Yes ☐ No Comments: Click or tap here to enter text.

If yes, then minimum distance of 2 ft from any sidewalk, alley or public right of way; must be 1 inch from adjacent property boundaries.

If yes, max height for rear fence is 6 ft & max height for side and/or front yard fence is 4 ft.

✓6.) Minimum Lot width – 40 ft

✓7.) Height Restrictions for Main Structure/House: 40ft height max or 2 ½ stories:

See Sec. 32-91 (c) for exceptions. 34.25 ft

✓8. Height Restrictions for Accessory Structures: Click or tap here to enter text.

a) If house is no more than one story above grade, the height of Accessory Structure cannot be taller than house (Sec. 32-91 (e) (9)): ft

b) If house is more than one story above grade, then Accessory Structure shall be no higher than 2/3 the height of the main structure or 24 ft, whichever is less (Sec. 32-91 (e) (10)): 19.8 ft

✓9.) Distance between Accessory Structure and Main Building – min of 15 ft: 42.7 ft

✓10.) ACCESSORY STRUCTURE – Additional Requirements

a) Not located in front or side yard – Rear yard

b) No closer than 5 ft to any alley line – NA ft

c) No closer than 2 ft to any side or rear lot line – 5 ft Rear & 9 East Side & 5 West Side

d) If lot frontage is less than 80 ft, then the sum of all accessory buildings shall be less than the footprint of the primary residence or 550 sq. ft, whichever is the lesser – 520 sq. ft.

e) If the lot frontage is greater than or equal to 80 ft, the sum of all accessory buildings shall be less than the footprint of the primary residence or 660 sq. ft., whichever is lesser.

✓11.) Development Standards – HISTORIC DISTRICT REVIEW BOARD (HDRB) determines compliance with

Historic District Guideline and Overlay District Requirements

a) Appropriate location

- b) Carefully select the placement and orientation
- c) Proportions - 1:1 to structures in the neighborhood
- d) Design new accessory structures to be compatible with the primary building and the district.  
Keep design simple.